CHAPTER 2

TIMEKEEPER'S ASSESSMENT

2-1. **RESPONSIBILITIES**:   Timekeeping is a critical function, which may be performed by the individual employee, timekeeper, supervisor, or a combination of these individuals. The individuals performing the timekeeping function are responsible for:

a. Obtaining and installing the Timekeeper's module of the KNPay Time and Attendance Module (KTAM) through their servicing IMO, or from 175th FMC's homepage.

b. Utilizing the timekeeper's module for preparation of time and attendance (T&A) reports to be sent to the certifying officer. The individual must be familiar with instructions on how to use the module.

c. Obtaining an ID number of certifying officer to whom the T&A data are to be exported.

d. Maintaining the database of all KN employees for whom the T&A reports are to be prepared.

e. Recording T&A data accurately IAW existing policies and procedures. To perform this function, the timekeeping task should be assigned to an individual who is aware of employee's attendance and absence each day. Furthermore, the individual must be familiar with the policies and procedures provided in Chapter 5 and appendix A and B.

f. Ensuring that all entries (i.e., type of leave and/or overtime/holiday work, etc.) are supported by approved documents. To do this, the supervisor should inform the timekeeper when an employee is on any type of leave, and/or has worked any type of premium work.

g. Exporting the T&A data timely to the authorized certifying officer.

h. Ensuring that, in cases where there is a change in the timekeeper and/or the certifying officer, with reasons (i.e., absence, TDY, PCS, etc.), all involved persons are fully coordinated to setup the module as required, prior to processing the given month's payroll data.

i. Maintaining the T&A reports along with the supporting documents in accordance with paragraph 1-7, Chapter 1, if this responsibility is given by supervisor.

2-2. **OUTLINE OF THE TIMEKEEPER'S MODULE**: The timekeeper's module is designed for timekeepers to setup databases for basic information of all of persons involved (i.e., authorized certifying officer, the timekeeper, and all assigned employees), input T&A data per employee, and send the T&A data to the authorized certifying officer for transmission to the KNPS after verification. This module can also backup and/or restore those data as necessary. For the following month's process, timekeeper must clear the current T&A data which will setup the input screen for the desired month. The following paragraphs provide detail instructions on how to operate the module.

2-3. **ACCEPTANCE OF RESPONSIBILITY STATEMENT**: Upon execution of the module, a timekeeper banner will appear. The timekeeper should read, understand, and accept the responsibilities, and then it will lead to a "File" to begin processing. The banner states as follows:

"*I have been assigned as a timekeeper for Korean National (KN) civilian employed with this organization. I have read and understood policies and procedures for preparation of time and attendance (TA) report for KN employees. I understand and accept my responsibilities for entering each individual's attendance and absences timely and accurately. I have also ensured that all absences and premium hours worked (i.e., overtime, extended work, holiday work, and night differential hours) were approved in accordance with existing regulations and policies/procedures".*

2-4. **MAIN MENU**: The timekeeper must click "File" for it's sub-menu to begin processing. The main menu will show as illustrated below:

Remote T&A Input System (Timekeeper) v1.1 – MainMenu			
File	Clear_T&A_Date	Exit	

2-5. **SUB-MENU**: The sub-menu will show as illustrated below, and see the following paragraphs for instructions.

Remote T&A Input System (Timekeeper) v1.1 – MainMenu		
File	Clear_T&A_Date	Exit
Setup Basic Information		
Input Certifier's Information		
Input Employee's Information		
Input T&A Data		
Send T&A Data to Certifier		
Backup T&A Data		
Restore the Backup Data		
Exit		

2-6. **SETUP TIMEKEEPER'S BASIC INFORMATION**: This screen is to setup basic information for a timekeeper who is preparing the current month's T&A reports. See figure 2-1.

   a. On the area for "Pay period Start/End Date", for initial users of KTAM, timekeepers must enter month and date for the start date, and then the system will automatically show the end date of the month. Note: / (slashes) must be entered. For follow-on requirements for this area; the timekeeper does not need to enter the dates, since it has been set already when the timekeeper performed the "Clear_T&A_Date" function.

    b. On the area for "Regular Hour Display", Select the timekeeper's option "Yes", or "No" for displaying a regular hours on the screen for T&A data input. The default is set to "Yes" which means that the T&A data input screen shows 8 hours on each work day and DO on weekend (Saturday and Sunday).

   c. On the area for "Timekeeper Code", enter the 6 digits of payroll account number (if the timekeeper is a KN employee), or the last 4 digits of Social Security Number (SSN) (if the timekeeper is a US Citizen). Please note that the timekeeper code for US Citizen will be automatically created in a format of "the last 4 digits SSN + 4 or 5 alpha characters" when the timekeeper enters his/her name. Name should be entered in the order of "Last, First, and middle name.

d. Enter other information (i.e., job title, office name, telephone, location, building, and e-mail address) as necessary. Note: Click "change" button to change any entries, click "Save" button to save the changed entries, and click "Exit" button to exit from the screen.

2-7. **INPUT CERTIFIER'S INFORMATION**:

a. The information required for a certifying officer is of the individual to whom the user (timekeeper) is going to send T&A data for the current month. On the block for "Certifier Number", the timekeeper must obtain the information from the certifying officer, and enter exactly the same information. Otherwise, the T&A data will not be sent to the certifying officer. See Figure 2-2.

b. If there is a change in certifying officer from the last month, the current certifying officer's information (i.e., ID number and name) should be changed to reflect the new certifying officer's information. By doing this, all employees' data belonging to the certifying officer will be carried on. When the timekeeper changes the certifying officer's data, a message will appear asking a question "Do you want to change certifying officer number from (the current) and to (new)?. If you change the certifier No, ….. will move to……..". In the event the current certifying officer is deleted, all employees' data belonging to the certifying officer will be deleted.

c. When a timekeeper prepares T&A reports for multi-certifying officers, the timekeeper should input such information in the same manner, by pressing "Add" button.

2-8. **SETUP EMPLOYEE'S INFORMATION**: This screen is to setup basic information for all KN employees assigned to the timekeeper. Once this information has been setup initially, there will be no need to update again unless the employee status (i.e., addition and deletion) changes. See Figure 2-3.

a. Enter 6 digits of payroll account number on the "AccNo" and 3 digits of payroll number on the "PayNo".

b. Enter employee's name in the order of "Last, First, and Middle name".

c. Enter daily tour of duty hours (i.e., 8 or 10) on the block for "TOD". The hours will show on the scheduled workdays in the T&A input sheet. The default is 8 hours on Monday through Friday. If the hours of the TOD are changed, the timekeeper must adjust the employee's T&A input data to reflect daily entries correctly IAW Chapter 5.

d. Select week day (e.g., Monday, Tuesday, etc.) for scheduled days off at the block on "Off Day". The default is Saturday and Sunday.

e. All other information (i.e., job title, office name, telephone, location, building, etc) will be entered as required.

f. A list of all employees which have been added will show at the lower part of the screen by the payroll account number sequence.

g. The screen provides buttons for "Search", "Add", "Change", "Delete", and "Exit". Search can be done by account number or name. Any addition and/or change are required to be save ("Save" button will show on add/change mode).

h. For an employee being deleted, it will show as "Deleted Employee" on the right hand side of upper corner, and "D" under the "D-Flag" of the list. The "Delete" button changes to "Undelete". The D coded employee can be undeleted by clicking "undeleted" button. The D coded employees will be deleted permanently from the record, by clicking "Purge Deleted Employee" button.

2-9. **INPUT T&A DATA**: This screen is to enter daily entries of an employee's time and attendance data. It provides blocks for daily entries from the first day to the last day of a given month, with an indication of Sunday (in red color), Saturday (in blue color), and official holidays (in red color). The screen will show entries (default) for regular hours (i.e., 8 hours) on the scheduled workdays (Monday through Friday) for an employee as established when setting up the employee's information. For that reason, if the employee has worked without exceptions (i.e., annual leave, holiday work/off, etc.), then it does not require any entries. See Figure 2-4. For an employee whose TOD hours are changed, the timekeeper must adjust those entries. As an example for an employee whose TOD is changed to 10 hours. The employee's T&A input screen will show 10 hours as regular work hours. The 10 hours should be changed to reflect 8 hours on D row, and 2 hours on OT row if the employee actually worked 10 hours on that day.

   a. It provides six rows for entering the T&A data for each day of the month. The first row, labeled "D", is used to enter regular hours; the second row, labeled "OT", is used to enter overtime hours; and the third row, labeled "N", is used to enter night differential (ND) hours; however, the second and third rows can also be used for other categories as well (i.e., annual leave, sick leave, etc.) by adding T&A code with a number of hours (e.g., A8 for 8 hours of annual leave). When recording hours for OT and ND on the second and third rows respectively, it will accept both the number of hours with alpha identifier and/or without alpha identifier (i.e., 2 or OT2 for 2 hours of overtime). The remaining 3 rows (from 4th to 6th rows) can be used to enter a number of hours along with an alpha identifier for other categories.

   b. A list of employees and certifying officer is shown on the right hand-side of the screen. In cases where there are multiple certifying officers, the list of employees will be shown only for a certifying officer who has been selected and highlighted at the list of certifying officers.

   c. Detailed instructions/guidance for recording T&A data is provided in the Chapter 5.

   d. An employee can be deleted at this screen as well.

2-10. **SEND T&A DATA**: This screen is to send the completed T&A data to certifying officer(s). Upon clicking the "Send" button, it will ask to check on the box showing the certifying officer's name, and the T&A data will be sent to the certifying officer. In cases where there are two or more certifying officers to whom the T&A data files are to be sent, timekeeper must choice the proper certifying officer.   After clicking the "Send" button, the screen will show a message "Send Succeeded" meaning that the T&A data have been successfully sent to the certifying officer(s).

2-11. **BACKUP T&A DATA**: This screen is to backup the current month T&A data. It is recommended that this task should be accomplished after the completed T&A data has been successfully sent to the certifying officer. The backup data can be restored, if needed, as explained in the next paragraph. Upon clicking the "Backup" button, the T&A data will be stored in the system. After clicking the "Backup" button, the screen will show it's status of progress by filling black dots on the spaces provided in the rectangular box, and once it is done, the message "Backup Succeeded" appears meaning that the T&A data has been successfully stored.

2-12. **RESTORE THE BACKUP DATA**: This screen is to restore a desired month's T&A data. The screen will show a list of T&A data (example: YYYYMM representing year and month) for those months which have been previously stored. Select the desired one, and click the "Restore" button. After clicking the "Restore" button, the screen will show it's status of progress by filling black dots on the spaces provided in the rectangular box, and once it is done, the message "Restore Succeeded" appears meaning that the T&A data has been successfully restored.

2-13. **CLEAR T&A DATA**: This screen is to clear the current month T&A data and to setup all databases for the following month to process. The menu "Clear_T&A-Data" in the main menu bar has a sub-menu "Clear T&A Data for Next Month". Click this sub-menu and a screen allows the user to enter year and month (YYYY/MM) for the following month to process. Enter a year and month in the format of YYYY/MM with the (/) as indicated, press the "Execute" button, and then it will show a screen with a message as "Clear T&A Data Succeeded". This means that the entire database has been successfully setup for the following month. Please ensure that the current month T&A data has been backed-up prior to executing this job.

2-14. **ALTERNATE TIMEKEEPER**: IAW paragraph 0201B4, DoD Financial Management Regulation, Volume 8, Chapter 2, amended during March 2006, an alternate timekeeper may be appointed to maintain time and attendance during the absence of the primary timekeeper. In the event an alternate timekeeper must perform the primary timekeeper's function, follow these recommended procedures.

a. Prior to taking a scheduled leave/absence, the primary timekeeper should make a copy of the timekeeper's module which is KTAM_Timekeeper in his/her PC, and give it to the alternate timekeeper to install in his/her PC. By doing this, all T&A database will be carried on. In cases where the alternate timekeeper is already serving as a primary timekeeper for another part of the office, the alternate must setup required information for certifying officer and employees as a new database.

b. The alternate timekeeper will install the module/program to his/her PC, and setup the timekeeper information to reflect his and/or hers, and perform the timekeeper's task by following the instructions cited above.

c. Upon the primary timekeeper's return, the module in the alternate timekeeper's PC will be copied back onto the primary timekeeper's PC, and use the one for the following month. Remember that the timekeeper's information should be changed to reflect his/her own. By doing this, all T&A database will be carried on.

d. If the alternate timekeeper has no chance to copy the primary's database, the alternate timekeeper should perform all tasks from the beginning as performed by the primary timekeeper.
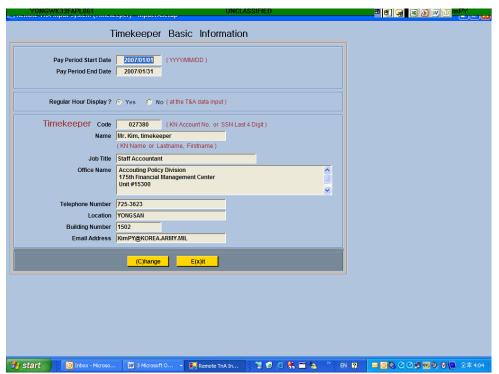
Figure 2-1   Setup Timekeeper's Basic Information
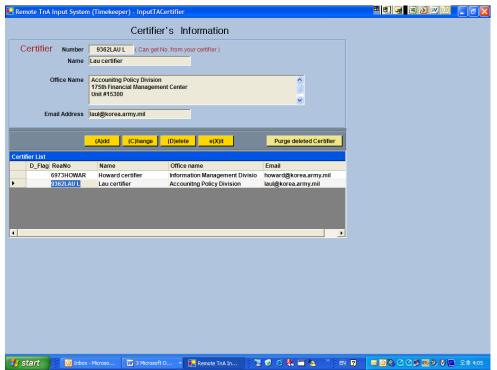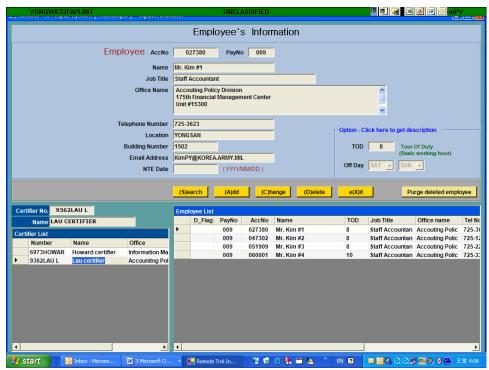

Figure 2-2   Input Certifier's Information

Figure 2-3 Setup Employee's Information

Figure 2-4   Input T&A Data